

M e m o r a n d u m

Date: May 7, 2010

To: Chowchilla River Commercial Vehicle Enforcement Facility
Attention: Lieutenant C. L. Harjo, Jr.

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13842.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Chowchilla River Commercial Vehicle Enforcement Facility was conducted on May 22, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 23, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 142 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 45 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	77	54.23%	23.32	24
Telecommunications	37	26.06%	11.20	12
Fleet	0	0.00%	0.00	0
Weapons	28	19.72%	8.48	9
Total	142	100%	43.00	45

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 36 of the 45 items were located. One item was transferred out of the Area using a CHP 266, Credit Memo - Equipment, form, one item, a hydraulic 20-ton jack, could not be located, and seven items were unavailable during the inspection. Photographs of all seven items not available for inspection during the visit were provided to the PI by the Area between March 23, 2010 through March 28, 2010. Furthermore, one item inspected requires a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 11 of the 12 items reconciled. One item was not listed on the appropriate OPI inventory lists and requires a correction be made to the property records. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Chowchilla River Commercial Vehicle Enforcement Facility

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May 7, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Telecommunications Section
Fiscal Management Section
Office of Inspections, Audits Unit

**OFFICE OF INSPECTIONS,
PROPERTY INSPECTION DISCREPANCY REPORT
CHOWCHILLA RIVER C.V.E.F.
March 23, 2010**

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
1	JACK HYDRAULIC 20-TON P0962S5035	95691	X					Missing
2	CALCULATOR CS-2194 P0962H5022	95692				X		See attached CHP 266
3	AUTOLOADER	135232		X				Assigned to (401)
4	Hand-Held Radio	R69195			X			Needs new asset tag

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
CHOWCHILLA RIVER C.V.E.F. - 464**

ATTACHMENT B

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment								
1	103885	AIRCRAFT LIFT PERSONNELP041151 E95-79	X					
2	108345	PRESSURE WASHER	GCAH-1157233	X				
3	124463	BREATH ANALYZER ALCO SENSOR IV	049706	X				
4	130018	PRINTER	CNBX200705	X				
5	134409	FILE SERVER	D351LJC1H346	X				
6	142113	CAMERA	HFP64332PBSC	X				
7	145009	TRANSCRIBER, STANDARD CASSETTE	WN7AA001585	X				
8	145300	SWITCH	FOC1025X39A	X				
9	148633	COMPUTER	2UA70905FB	X				
10	149187	PRINTER	MY69F210QN	X				
11	150373	CASSETTE RECORDER STANDARD , W/ MICROPHONE JACK		X				
12	150374	CASSETTE RECORDER STANDARD , W/ MICROPHONE JACK		X				
13	154933	PRINTER	MY69F210F2	X				
14	160517	COMPUTER	MXL8231B6L	X				
15	160519	COMPUTER	MXL8231B5G	X				
16	160530	COMPUTER	SMXL82319YS	X				
17	160531	COMPUTER	MXL82319Y3	X				
18	160535	COMPUTER	MXL8231B3Z	X				
19	95691	JACK HYDRAULIC 20-TON P0962S5035	B9408031123		X			Missing
20	95692	CALCULATOR CS-2194 P0962H5022	5D005876				X	See attached CHP 266
21	95693	CALCULATOR CS-2194 P0962H5022	5D005906	X				
22	97068	DICTATING MACHINE P0962H5037	2253112176	X				
23	97831	SHREDDAR PAPER P0962D5021	1531405	X				
24	AF01130	CAMERA	LZC95050503R	X				
Equipment to inventory list								
1	148631	COMPUTER	2UA70905FX	X				
2	150357	TELEVISION	2475LC32HA37	X				
3	149567	COMPUTER	2UA7100T27	X				
4	95644	DICTATING MACHINE	2253112534	X				
5	139532	PRINTER	CNDXC19260	X				
Equipment located on-site (Not listed on command property list)								
1	135232	AUTOLOADER	34000322	X				Assigned to (401)

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
CHOWCHILLA RIVER C.V.E.F. - 464**

ATTACHMENT C

Asset #	Equipment Type	Lic/Veh #	Lic/Veh #	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	R58455	Mobile Radio	3QDY763	5MGC010	9934783	X				
2	R66740	Hand-Held Radio	14157	TBR	402AXA3611	X				Photo
3	R66742	Hand-Held Radio	09724	MM 08-084	402AXA3599	X				
4	R67056	Hand-Held Radio	10981	MM 08-095	402AXA3734	X				
5	R67359	Hand-Held Radio	11684	AREI-08	402AXA4575	X				Photo
6	R67736	Hand-Held Radio	12078	MM 08-100	402AXA3979	X				Photo
7	R69195	Hand-Held Radio	14906		402AXE8642	X				Photo, needs new sticker
8	R70904	Battery Charger - Radio				X				
9	R88708	Portable Radio			749TDJ8402	X				
10	R88935	Battery Charger - Radio				X				
11	R88963	Battery Charger - Radio				X				
12	R97013	Telephone System				X				
Equipment to inventory list										
1	R96151	UPS			JB0511010842	X				
2	R82711	Announcer - Telephone			0005001568	X				
3	R70920	Battery Charger - Radio				X				
4	R71790	Battery Charger - Radio				X				
5	R52705	Base Station - desk top			323210	X				
6	R88734	Portable Radio			749TDJ8377	X				

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT D

**CALIFORNIA HIGHWAY PATROL
2010 WEAPONS INSPECTION REPORT
CHOWCHILLA RIVER C.V.E.F. - 464**

ATTACHMENT D

	Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
	Property inspection list to equipment										
1						X					
2						X					Photo
3						X					
4						X					Photo
5						X					
6						X					Photo
7						X					
8						X					
9						X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT E
(SUPPORTING DOCUMENTATION)

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Chowchilla River Inspection Facility	464	Officer William Howard, #16769	01/27/2010
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services	076		
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): State vehicle			

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

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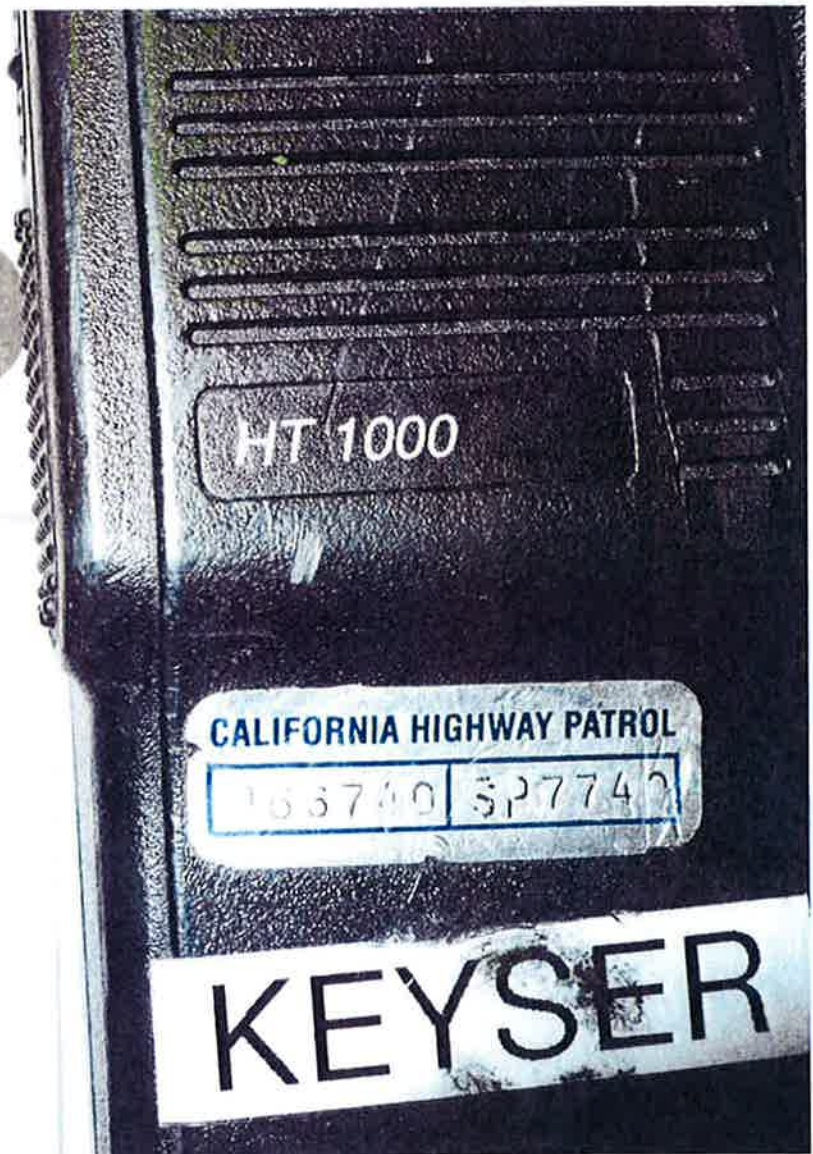
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By Ricardo Alonso
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